



**CITY OF UNIVERSITY CITY
REGULAR MEETING OF THE URBAN FORESTRY COMMISSION
Via Video Conference
Wednesday, March 9, 2022
6:00 P.M.**

**IMPORTANT NOTICE REGARDING
PUBLIC ACCESS & PARTICIPATION**

On March 20, 2020, City Manager Gregory Rose declared a State of Emergency for the City of University City due to the COVID-19 Pandemic. Due to the ongoing efforts to limit the spread of the COVID-19 virus, the March 9, 2022, meeting will be conducted via videoconference.

Observe and/or Listen to the Meeting (your options to join the meeting are below):

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86841009467?pwd=aDF2UzhzZjBvMi9ibkxHZkZlV3pSdz09>

Passcode: 630626

Or One tap mobile :

US: +13126266799,86841009467#,,,,*630626# or +19292056099,,86841009467#,,,,*630626#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 868 4100 9467

Passcode: 630626

International numbers available: <https://us02web.zoom.us/j/86841009467?pwd=aDF2UzhzZjBvMi9ibkxHZkZlV3pSdz09>

Citizen Participation and Public Hearing Comments:

Those who wish to provide a comment during the "Citizen Participation" portion as indicated on the agenda; may provide written comments to the Darren Dunkle ahead of the meeting.

ALL written comments must be received **no later than 12:00 p.m. the day of the meeting**. Comments may be sent via email to: ddunkle@ucitymo.org, or mailed to the City Hall – 6801 Delmar Blvd. – Attention Darren Dunkle, Director of Parks, Recreation and Forestry. Such comments will be provided to Board/Commission member prior to the meeting. Comments will be made a part of the official record and made accessible to the public online following the meeting.

Please note, when submitting your comments, a **name and address must be provided**. Please also note if your comment is on an agenda or non-agenda item. If a name and address are not provided, the provided comment will not be recorded in the official record.

The City apologizes for any inconvenience the meeting format change may pose to individuals, but it is extremely important that extra measures be taken to protect employees, residents, and elected officials during these challenging times.

AGENDA

A. MEETING CALLED TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES – January 12, 2022

E. CITIZEN PARTICIPATION

F. DEPARTMENT REPORT

G. COUNCIL LIAISON REPORT

H. UNFINISHED BUSINESS

- 1) Commission's Role
- 2) Arbor Day Celebration
- 3) Memorial/Donation Policy

I. NEW BUSINESS

- 1) Future Meetings

J. COMMISSION COMMENTS

K. ADJOURNMENT

**MINUTES OF THE MEETING OF THE
URBAN FORESTRY COMMISSION
UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI
WEDNESDAY, JANUARY 12, 2022**

Agenda Item A: Call Meeting to Order

The meeting was called to order at 6:00 pm.

Agenda Item B: Roll Call

Those in attendance included Commission President Kristin Sobatka, Commission Vice President Dianne Benjamin, Secretary Kathy Freese, and Commission Members Aaron Bitzer, and John Roman. Also in attendance was Council Liaison Aleta Klein, and Forestry Supervisor Jacob Kaiser. Absent was Director of Parks, Recreation and Forestry Darren Dunkle.

Agenda Item C: Approval of Agenda

Commission President Kristin Sobatka approved the agenda with no changes. The motion was approved unanimously.

Agenda Item D: Approval of Minutes

Commission President Kristin Sobatka. The motion was approved unanimously.

Agenda Item E: Citizens' Comments

None.

Agenda Item F: Department Report – Jacob Kaiser reported on the Forestry Reports.

- a) Reported on YTD overall numbers. Discussion took place regarding residents planting in the tree lawn. Mr. Kaiser stated that residents can legally plant and maintain trees in the tree lawn by applying for a Forestry Permit through his office.

Agenda Item G: Council Liaison Report – Ms. Klein reported on the following:

- a) Ms. Klein stated that the Costco site should be pad ready by the spring of 2022 with an opening in the fall. Developer is still acquiring property for the entire development. She further stated that the pile of dirt on the south side of Olive will eventually be spread out over the entire site to level out the site as well as to bring it out of the flood zone.
- b) Ms. Klein stated that some of the dirt from the Costco development has been moved to the property owned by the city on the corner of Midland and Olive to bring the site out of the flood zone.
- c) Ms. Klein reported on the proposed ¼ cent sales tax that will be placed on the April ballot. If approved, funds could be used to add a third ambulance and crew as well as the Fire Departments portion of the pension fund. She further stated that there is a potential to add a home health care component to the third ambulance to provide this service to seniors.

Agenda Item H: Unfinished Business

- a) Memorial Tree Policy – Limited name for it and maybe it could be thought of as a different or more expanded policy.

Agenda Item #10: New Business

- a) Tree Inventory – Commission discussed the report from Davey Resource Group. Mr. Kaiser reported that there was a total of 12,000 trees (9,000 Street Trees and 3,000 Park Trees). He further stated that the report identified that 1,800 trees needed to be pruned, 556 needed to be removed, 67% in good condition, 25% in fair condition, just under 10% in poor condition, and 1% dead; Two million in eco benefits annually calculated by a program called itree. Mr. Kaiser stated that he can send Commission Members a link to the tree inventory, or they can go on www.showmetrees.com to not only see UCity's tree inventory, but can also look at other cities inventories, etc. Mr. Kaiser further stated that the inventory only includes city owned trees and did not include private subdivision trees or St. Louis County owned trees.
- b) Urban Forestry Operations Review and Strategic Plan – Commission discussed the report that was done by the Davey Resource Group in 2009. Mr. Kaiser stated that he was trying to come up with the sectioning out of the city into five areas to create an annual pruning plan and is basically using the current trash schedule to prune and/or inspect trees within that ward/section on a five-year cycle. Just went out to bid for pruning in section one which is the east part of the city which covers all wards. Contractor will be working on the street trees while inhouse crews are focusing on parks and any emergency requests. As funds are available, it is the plan to have contractors to perform all of the pruning to street trees and use city crews on more detailed work within the parks. This plan will be in concert with the 2009 Plan.

Discussion took place by members of the Commission stating that they thought that this was a new plan as the action items to be the same as what has been discussed over the past year. Mr. Kaiser stated that due to the lack of resources and a priority of the city, most of the action items have not taken place since the report was completed. However, over the past several years more funding has been put into place for contractual work to assist staff to catch up with the pruning and removal of street trees.

- c) Washington University Cooperation – Commission Secretary Freese brought up the idea of having Washington University purchase and maintain street trees in front of properties that they own in University City.

Mr. Kaiser reported that Mr. Dunkle has stated that Washington University is a part of the Campus USA program that is similar to the Tree City USA program and was researching who was in charge of that program for Washington University.

Discussion took place regarding the city inspectors citing Washington University about their plant materials and maintenance. Further discussion took place about further education of the city inspectors and the benefits of native plantings etc. Commission stated that the city shouldn't be citing Washington University or residents on their native plantings etc. City ordinance should be reviewed, and interdepartmental cooperation should take place as the Planning Department does not have the expertise and should probably consult with the Parks, Recreation and Forestry Department.

Ms. Freese stated that there was a committee of the city (Mayor, City Manager, Council Members) to work with Washington University to gain better cooperation, and this might be a subject for discussion. Ms. Klein stated that she was unaware of any official committee or task force but would bring this up with the City Manager.

The Commission asked if the Director could provide an update on anything that he has found out and report back to the Commission. If more action is needed, the Commission can have further discussion and make a motion to move forward.

d) Election of Officers –

A motion was made by Diane Benjamin and seconded by John Roman to have Kristin remain President, Aaron Bitzer Vice President and Kathy Freese Secretary. The motion was approved unanimously.

Commission Member Roman announced that he would be moving to Philadelphia and would no longer be able to serve on the Commission. Ms. Klein stated that she would move forward with the recommendation of a new appointment to fill Mr. Roman's vacancy.

Agenda Item J: Commission Comments

- a) Commission Member Benjamin reported that UCity's pledge was listed on the Invasive Plant website.
- b) Commission Member Benjamin discussed the Arbor Walk and thought that this was something that the city could look at doing at some time.
- c) Commission Member Benjamin asked how to get an item placed on the agenda. Commission Secretary Freese stated that in the past she was told to contact Mr. Dunkle and the President at least a week ahead of time. Mr. Kaiser confirmed Ms. Freese's comment. Further discussion took place about Robert's Rules of Order etc. It was discussed that maybe things should be tightened up a little.
- d) Commission Member Benjamin stated that she was appointed to the 2040 Task Force and announced that the Task Force was going to have several Think Tank Meetings and she wanted to get the community survey out and asked if she could send an email out to the Commission members.
- e) Commission Secretary Freese gave an update on the Ruth Park woods project. Stating that they have been having several volunteer workdays and have been concentration on the removal of the Wintercreeper.
- f) Commission Secretary Freese brought up the idea of giving out free trees as part of Arbor Day. Further discussion took place regarding ideas and suggestions concerning an Arbor Day celebration. Mr. Kaiser stated that Commission members can call or email him with any ideas or suggestions.

Agenda Item #12: Adjournment

Commission Secretary Kathy Freese motioned, and Commission Member Roman seconded to adjourn. The motion was approved unanimously.



AGENDA ITEM COVER

MEETING DATE: March 9, 2022

AGENDA ITEM TITLE: Commission's Role

AGENDA SECTION: Unfinished Business

BACKGROUND REVIEW:

Several members of the Commission have requested information in regard to the Forestry Related Ordinances, Policies and their role on the Commission.

ACTIONS:

No action is required by the Commission, as this is an informational and discussion item, and will be submitted as part of the minutes.

ATTACHMENTS:

- 1) Agenda and Meeting Procedures



AGENDA ITEM COVER

MEETING DATE: March 9, 2022

AGENDA ITEM TITLE: Memorial/Donation Policy

AGENDA SECTION: New Business

BACKGROUND REVIEW:

The Parks, Recreation and Forestry Department over the years have received request for the placement of memorials/dedications within the Park System. Although the City has honored these request, a formal policy nor standards have ever been put into place. Accordingly, staff has developed the attached policies and procedures for the acceptance of these tributes. This will provide a more standardization of the memorial/donation process.

PURPOSE:

The Parks, Recreation and Forestry Department is the approving authority for determining the appropriateness and acceptance of memorials/donations and plaques in Park and Recreation Areas within the University City Park System. This policy is intended to encourage gift giving to the Parks, Recreation and Forestry Department to meet the needs of park users and the University City Park System and provide procedures and guidelines that will help to guide donors to ensure that tributes enhance the public's experiences in park areas.

RECOMMENDATION:

The Parks, Recreation and Forestry Department requests the support of the Urban Forestry Commission in making a recommendation to the Parks Commission and ultimately City Council for their consideration.

ACTIONS:

There must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission. If the motion is approved by the majority of the members, the recommendation will be forwarded to the Parks Commission and ultimately City Council for their review and consideration.

ATTACHMENTS:

1. Memorial/Donation Policy
2. Memorial/Donation Tree Form

URBAN FORESTRY COMMISSION

Agenda and Meeting Procedures

1.1 Urban Forestry Commission Meetings

The meeting of the Urban Forestry Commission is held the second Wednesday of every other month beginning in January at 6:00 p.m.

1.1.1 Quorum

At least four members of the Urban Forestry Commission shall be necessary to constitute a quorum for the transaction of any business.

1.1.2 Open Meetings

All meetings of the Urban Forestry Commission are conducted in accordance with the Open Meeting Law and are open to public attendance. Public participation is welcomed on any item scheduled on the Urban Forestry Commission's agenda for consideration as an action; however, in accordance with the Open Meeting Law, no unscheduled items, unless of an emergency nature, can be acted upon. Notice of meetings and Urban Forestry Commission agendas are filed with the City Clerk office. Meeting notice and agendas are to be filed 24 hours in advance of a scheduled meeting not including holidays and weekends. Corrections to the agenda items can be made up to 24 hours prior to a regularly scheduled meeting not including holidays and weekends.

1.1.3 Special Meetings

The Urban Forestry Commission may hold special or other meetings at the call of the President; however, the following Open Meeting Law procedures are complied with:

- Notice of Meeting and Special Agenda are to be filed with the City Clerk Office 24 hours in advance of a scheduled meeting not including holidays and weekends.
- Cancellation of scheduled meetings should be filed with the City Clerk Office.

1.1.4 Discussion

All discussion before the Urban Forestry Commission shall be with the entire Urban Forestry Commission and in a voicecapable of being heard throughout the meeting room. The President shall limit the discussion to matters pending before the Urban Forestry Commission and may suggest time limitations on discussion.

1.1.5 Voting

A majority of the quorum present at each Urban Forestry Commission meeting shall be required for the passage of all motions. All ayes and nays will be recorded upon the passage of all motions. The results of all votes will be recorded in the meeting minutes. The act of a majority of the Urban Forestry Commission present at the meeting at which a quorum is present will constitute an act of the Urban Forestry Commission. All official acts of the Urban Forestry Commission are subject to the approval of the Council.

1.1.6 Minutes of Meetings

The Secretary shall keep written notes of all Urban Forestry Commission meetings as specified by the Open Meetings Act and then forward to the City Liaison to be part of the unofficial minutes that shall be prepared by the City Liaison. The unofficial minutes of the preceding meeting of the Urban Forestry Commission meetings shall be approved by the Urban Forestry Commission at the Regular Meeting of the succeeding meeting.

1.1.7 Rules of Order

Roberts Rules of Order shall govern in all questions of procedure not herein otherwise provided.

1.1.8 Suspension of Rules

To suspend a rule or to change the order of business, a majority vote of the members of the Urban Forestry Commission present at that meeting shall be required.

1.2 Urban Forestry Commission Agendas

Preparation of the Urban Forestry Commission agendas is a function of

the President and Staff Liaison.

General areas of agenda are:

- Call meeting to Order (President)
- Roll call
- Approval of agenda (Requires approval from a majority of the Commission)
- Approval of minutes (Requires approval from a majority of the Commission)
- Report of the Department
- Report of the Council Liaison
- Citizen Comments (Citizens must fill out form and return it to the President. Citizens must limit comments to five (5) minutes or less; If citizen represents a group, it is understood that only one speaker needs to speak for the group; Citizens will be called upon by the President at an appropriate time depending upon other City business; a total of fifteen (15) minutes will be dedicated to Citizen Comments).
- Unfinished Business (Requires a motion and a second from a Commission Member and an approval from a majority of the Commission to move an item forward).
- New Business (Requires a motion and a second from a Commission Member and an approval from a majority of the Commission to move an item forward).
- Commission Comments (Commission Members may make comments, but not questions and/or discussion items.
- Adjournment (Requires a motion and a second from a Commission Member and an approval from a majority of the Commission to close the meeting).

Submissions of Agenda Item requests by Urban Forestry Commission Members, individual/group, etc. for action should be in writing to the President. Request should include:

- Clearly defined items.
- Requesting party identity, address and phone number.
- Specific Urban Forestry Commission action requested.
- Specific request for placement on Urban Forestry Commission agenda and, if desirable, which meeting item should be placed on.
- Identity of representative who will appear at meeting, if any.

Requests for Urban Forestry Commission action from staff should be written in the following format:

- Recommendation
- Suggested motion
- Background
- Words "approved for (date) Agenda": and line for Director's signature.

Requests must be received at least one (1) week prior to the scheduled date of the meeting to be considered on that month's agenda.

One copy of the agenda should be filed with the City Clerk's office not later than 24 hours before meeting for compliance with the Open Meeting Law.



**University City
Parks, Recreation and Forestry**

| | |
|-------------------------------------|------------------------|
| PARK POLICIES AND PROCEDURES | |
| Memorials/Dedications | Number: 029 |
| Approved By: | Effective Date: |
| | Page 1 of 3 |

I. PURPOSE

To encourage and facilitate public and private gifts, bequests, and other such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the University City Parks, Recreation and Forestry Department.

II. PROCEDURE

The Parks, Recreation and Forestry Department is the approving authority for determining the appropriateness and acceptance of memorials/donations and plaques in Park and Recreation Areas within the University City Park System. This policy is intended to encourage gift giving to the Parks, Recreation and Forestry Department to meet the needs of park users and the University City Park System and provide procedures and guidelines that will help to guide donors to ensure that tributes enhance the public's experiences in park areas.

1. Individuals or organizations shall submit requests to the Deputy Director of Park Maintenance in written form for approval of tributes (including memorials/donations and plaques). Tributes are donations or gifts to commemorate and/or pay tribute to a special person, group or a special event like a birthday, anniversary, retirement, memorial, etc. Tributes may support a park program or a specific park improvement.
2. The Deputy Director of Park Maintenance will review written requests for tributes to determine whether the request fits within the guidelines below.
3. The Deputy Director of Park Maintenance with the Director's approval are acceptable for tributes such as park amenities like trees, benches, picnic tables, bike racks, and most playground equipment. These tributes do not require City Council approval.
4. Tributes that exceed \$10,000 in value or impact the approved master plan for a park will be forwarded to the Park Commission for consideration with the City Council's

approval.

5. A donor may be required to enter into an agreement regarding long-term maintenance and/or replacement of the tribute at the Director's recommendation and subject to the City Council's approval.

III. REVISION HISTORY

IV. REFERENCES

Memorial Tree Program – See Memorial/Donation Tree Program Application Form

Memorial Furnishings Program - See Memorial/Donation Furnishings Program Application Form.

V. GUIDING PRINCIPLES

Individuals may donate new or replacement park benches, picnic tables or bike racks. They may also choose to donate trees or landscape plantings. All donations shall contribute to the overall park experience and preserve the visual character of the park setting. A donor may request a specific park/property/location, but the Parks, Recreation and Forestry Department will ultimately decide the park and exact location within the park. This may be based on an existing design plan for the property, or if no plan exists, where placement is deemed a park or recreational necessity and consistent with overall design standards of the park.

1. Tributes shall be in accordance with general park policies and procedures, be consistent with applicable design standards, the historic character of the park or facility, and complement existing or proposed park master plan elements.
2. A Tribute Inventory will be developed to identify opportunities for tributes in parks within the University City Parks System.
3. Recognition of the tribute is important and will be provided commensurate with the donation. The recognition of tributes shall be identified in a tribute registry for each park, or, for those parks with no tribute registry, at the discretion and recommendation of the Deputy Director of Park Maintenance. Plaques associated with a tribute will be considered for a bench, picnic table or bike rack (see guidelines below), but not on "green" donations (trees or plantings), or if a tribute exceeds \$10,000 in value.
4. Plaques may be added to a tribute in accordance with the guideline above as long as the plaque is not a physical obstruction. The cost of the plaque is the responsibility of the donor.

5. Guidelines for plaques include:
 - a) Plaques may be attached to a park amenity such as a bench or the concrete base for a bench.
 - b) Wording on plaques or engraved into park amenities is limited to:
 - i. In Memory of ...
 - ii. In Honor of ...
 - iii. Dedicated to ...
 - iv. Donated by ...
 - v. Commemorating the Anniversary of ...
 - vi. In Recognition of ...
6. All costs, including major maintenance and/or replacement, associated with tributes, memorials and plaques shall be borne by the donor unless otherwise directed by the City Council. The Parks, Recreation and Forestry Department will not bear responsibility for major maintenance and repairs and/or replacement of vandalized, lost, or stolen tributes, memorials, or plaques.
7. University City Parks, Recreation and Forestry Department retains all right to relocate a donated item and/or plaque at any time. If a donated item needs to be relocated, the Parks, Recreation and Forestry Department will attempt to contact the donor to discuss alternative locations, however, the Parks, Recreation and Forestry Department will make the final determination.
8. Tributes that are accepted by the Parks, Recreation and Forestry Department will become the property of the City of University City and are subject to the laws, policies and procedures that govern the University City Parks, Recreation and Forestry Department.
9. All tree varieties, species, genomes, etc. will be at the discretion of the Forestry Supervisor based on the cities Acceptable Tree List. Trees and plants that appear on the Missouri Prohibited Invasive Species/Plants list will not be accepted for any location.
10. The University City Parks, Recreation and Forestry Department may decline proposed tributes which include special restrictions, conditions, or covenants, which pose unacceptable budgetary obligations on the University City Parks, Recreation and Forestry Department, or which, in the opinion of the University City Parks, Recreation and Forestry Department, may not be in the best interest of the park system and/or the citizens of University City. Any requests denied by the University City Parks, Recreation and Forestry Department may be appealed to the Parks Commission.



University City Park, Recreation, and Forestry

MEMORIAL/DONATION TREE PROGRAM

The City of University City Parks, Recreation, and Forestry Department offers you the opportunity to memorialize or honor someone special by donating a tree in one of our parks in his/her memory/honor. Memorial/Donation trees are \$225.00 each. A dedication ceremony will be held during the Arbor Day Celebration at Heman Park on the Saturday following the last Friday in April to recognize those for whom the trees have been dedicated.

Name of person the tree is for: _____ Please circle: In Memory of or In Honor of _____

Names & Address of Donor(s) _____, Contact Phone: _____

_____/_____

_____/_____

_____/_____

Email: _____

Names & addresses of family members to be notified of the gifts:

_____/_____

_____/_____

_____/_____

Which City Park?

What Type of Tree? Shade_____, Ornamental _____, Evergreen_____

Please make checks payable to: City of University City Parks and Rec (memo line on check– memorial tree)

Upon receipt of form and fee, letters will be sent to family members(s) and donor(s) named above. Invitations to the Arbor Day tree dedication ceremony will be sent to both the donor(s), and family member(s) listed in the Spring.

Office use only: _____ Tree # _____

Tree Purchased: ___/___/___ Planted: ___/___/___ Form of Payment: _____

Tree Type: _____ Date paid: _____

Placement _____ Park _____

Please return this form, and payment to the front desk at Centennial Commons located at 7210 Olive Blvd, University City, Mo 63310. We accept cash, check, and credit card as a form of payment



To: Darren Dunkle; Todd Strubhart; Urban Forestry Commission

From: Jacob Kaiser

Date: 3/1/2022

Subject: **FEBRUARY FORESTRY REPORT**

Removed 19 trees, 68 man-hours were spent on removals.

Pruned 29 trees, 20 man-hours spent on pruning.

Winter storm hours, 120 man-hours

Related forestry work:

- 5 Loads of woodchips were taken to Heman Park.
- 4 Loads of sweepings of bark and twigs were taken to recycle area in Ruth Park.
- 0 Loads of logs on the crane truck taken to Heman Park.

Comments:

In house staff was not able to work in parks most of the month due to the conditions being too wet or snow covered. Time was spent training young trees in 1st area of the new pruning cycle schedule and removing smaller diameter trees that were identified by inventory.

Gamma Tree started the removal contract late in the month and has approximately 10 out of 76 trees removed as of the 1st of March

Monster Tree has turned in 95% of documents needed to start the pruning contract and we can expect them to start pruning in early March.